



GENERAL RELIEF & CAPI PROGRAMS SECTION NEWSLETTER

PUBLISHED BY GR & CAPI PROGRAMS SECTION

JULY/AUGUST 2012



SPECIAL POINTS OF INTEREST:

**Physical Health
Comprehensive
Evaluation Services**

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MANDATORY MID-QUARTER REPORTING

General Relief (GR) Policy 40-104.2 states that individuals are required to report, within five calendar days of the occurrence, information that may affect his/her eligibility or grant determination. GR participants are required to report all mandatory mid-quarter reports on the QR 3, Mid-Quarter Status Report. Mid-quarter reports (either voluntary or mandatory) are changes that participants report between the QR 7 submissions. The QR 3 must be initiated by the Eligibility Worker in LEADER and LEADER will control for the receipt of the QR 3. The GR case will be discontinued at the end of the month if the QR 3 is not received by the due date.

Mandatory reports (e.g. address change, new earned income of \$230 or more, new unearned income of \$25 or more, and changes in living arrangements or household composition etc.) must be entered into LEADER as soon as they are received from the participant. LEADER will take action on the first day of the following month, if appropriate, with a 10-day Notice of Action. When the participant makes voluntary reports, the information must be also entered into LEADER once received; however, LEADER will make the determination to take mid-quarter action or take action the first of the next QR Payment Quarter.

PHYSICAL HEALTH COMPREHENSIVE EVALUATION SERVICES

The Comprehensive Physical Health Evaluation is scheduled to start in September 2012. The purpose of the Comprehensive Evaluations Services is to provide an additional service to permanently disabled General Relief (GR) participants, who can benefit from a more in depth evaluation/medical report to support their Supplemental Security Income (SSI) application. The Physical Health Disability Assessment contract includes comprehensive evaluation services that will be provided by the nine Federally Qualified Health Centers (FQHCs) based referrals by Supplemental Security Income and Medi-Cal Advocacy Program (SSIMAP). These referrals will be done by the SSIMAP Advocate.

Training will be conducted the first week of September to the SSIMAP Social Workers, SSIMAP Supervisors and Deputy District Directors. The Physical Health Comprehensive Evaluation Services is part of the Board of Supervisors approved plan to assist GR participants who encounter obstacles in accessing medical and mental health records, and need additional documentation to substantiate his/her disability claim for SSI benefits. If you have any questions regarding this project, please contact GR & CAPI Programs staff at (562) 908-5861.

Healthy Way Los Angeles (HWLA) Update

On August 3, 2012, LEADER BUILD #272 was released. The new form for HWLA has been added to the Client Correspondence/Initiate User request subsystem, in English only. The form will be used to notify homeless GR participants that have been automatically enrolled into the HWLA Program. The form is the welcome letter that all participants receive after their automatic enrollment into HWLA. If the participant has a mailing address, one was mailed to the address in LEADER. This form is useful to provide HWLA information and should be readily available anytime the participant request a copy from his/her worker.

Just a Reminder Policy / Procedures Resources

Useful Intra/Internet website addresses:

http://www.ladpss.org/dpss/general_relief/pdf/GRPolicy_Jan_2009.pdf

<http://www.ladpss.org/dpss/capi/pdf/CPPolicy.pdf>

http://www.ladpss.org/dpss/grow/gr_home.cfm

Managers can call GR Program staff for policy clarification during work hours Monday - Thursday at (562) 908-5861 or the on-duty program staff between 6:30 p.m. - 8:00 p.m., Monday -Thursday and 8:00 a.m. - 8:00 p.m., on Friday at (562) 852-7024.

Community Advocates and Law Interns can also call GR Program staff for policy clarification during work hours Monday - Thursday at (562) 908-5861 or the on-duty program staff between 6:30 p.m. - 8:00 p.m., Monday -Thursday and 8:00 a.m. - 8:00 p.m., on Friday at (562) 852-7024.

ABP1676P Available on LEADER

If a participant is claiming to be unable to work and is under treatment with a Healthy Way Los Angeles (HWLA) doctor, and would like to provide his/her own doctor statement, he/she may do so by taking the ABP1676P to his/her doctor. Eligibility Staff can find the ABP1676P in **LEADER**, under **Client Correspondence/Initiate User** request subsystem. Please remember this may be an ongoing practice, since all eligible GR participants have been auto-enrolled into HWLA.

Your feedback is important and your contributions to the GR & CAPI Programs Section newsletter are welcomed. Send your opinions and recommendations to the GR and CAPI Programs Section. Feel free to provide us with article ideas. Articles from the GR & CAPI Programs community are encouraged.

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